

# **ASSISTANT FIRE CHIEF**

PURPOSE: To direct and supervise fire operations.

## FUNCTIONS:

1. Direct and supervise fire operations.
  - \* A. Act as Incident Commander in emergency situations.
  - \* B. Develop, direct, and monitor a strategic plan for incident resolution.
  - \* C. Review performance to determine effectiveness and adherence to procedures.
  - \* D. Provide for incident investigation and criminal prosecution as necessary.
  - \* E. Monitor radio communications and advise Fire Dispatcher.
  - \* F. Plan, coordinate, and monitor inspection operations.
2. Organize and direct the work activities of assigned personnel.
  - \* A. Determine priorities, assign work and projects, and coordinate schedules of assigned personnel.
  - \* B. Effectively recommend the hire, transfer, suspend, or discharge assigned personnel.
  - \* C. Establish work standards and complete employee evaluations.
  - \* D. Discipline assigned personnel as necessary.
  - \* E. Monitor work sites and ensure compliance with established methods, guidelines, standards, and procedures.
  - \* F. Recommend adjustments or other actions in employee grievances.
  - \* G. Provide assigned personnel with access to all information necessary for the performance of their job duties.
  - \* H. Provide for the education and training of subordinates in correct and safe operating procedures.
  - \* I. Determine and administer appropriate rewards including letters of commendation or other forms of recognition.
  - \* J. Develop, implement, review and ensure compliance with Department standard operating procedures, policies, and guidelines.
  - \* K. Recommend subordinates for promotion and participate in the promotional process.
3. Participate as an active member of the management team.
  - \* A. Participate in the management decision making process.
  - \* B. Disseminate information to subordinates and administrators.
  - \* C. Conduct administrative assignments in accordance with Department procedures.
  - \* D. Coordinate long-range planning and goal setting on behalf of the Department.
  - \* E. Conduct team meetings.

4. Perform other related tasks as assigned.

- \* A. Provide information to the media and the general public.
- \* B. Provide technical assistance and support to civic organizations and the general public.
- \* C. Prepare and evaluate technical and administrative reports.
- \* D. Research and maintain up to date awareness of pertinent legislation, regulations and development which could affect the Department.
- \* E. Act as Chief as assigned.
- \* F. Develop and monitor budget and approve purchases of supplies, parts, and equipment.
- \* G. Ensure compliance with City and Department policy and with labor agreements.
- \* H. Monitor accident investigations conducted by supervisors.
- \* I. Develop and maintain a capital equipment replacement program for assigned areas.
- \* J. Prepare written reports, correspondence, and bid specifications as necessary.

Education and experience.

- \*\* A. Five (5) years experience as a Fire Captain, Deputy Fire Marshall, or Fire Marshall with the City of Duluth Fire Department.

License requirement.

- \*\* A. Possession of a valid Minnesota Class D driver's license or privilege by date of appointment and thereafter.

Knowledge.

- \*\* A. Thorough knowledge of fire prevention, control, suppression, and hazardous materials technician level abatement methods.
- \* B. Thorough knowledge of the operations and maintenance of firefighting apparatus, equipment, and tools.
- \*\* C. Thorough knowledge of all pertinent national, state and local codes, statutes, ordinances and laws, as they relate to fire prevention and fire suppression.
- \*\* D. Thorough knowledge of the City of Duluth and Fire Department's policies, procedures, and guidelines.
- \*\* E. Thorough knowledge of the properties and reactions of common and uncommon chemicals and products.
- \*\* F. Knowledge of general physics, hydraulics, and technical math as they relate to firefighting.
- \*\* G. Knowledge of effective management and supervisory practices.
- \*\* H. Thorough knowledge of applicable traffic laws and regulations.

Skills.

- \*\* A. Skill in communicating on a one-to-one basis and before groups for the purpose of obtaining or providing information.
- \*\* B. Skill in rapidly analyzing and determining appropriate action in crisis situations.
- \*\* C. Skill in reading and interpreting complex technical and legal materials.
- \*\* D. Skill in gathering and analyzing data.
- \*\* E. Skill in supervising subordinate personnel.
- F. Skill in public and media relations.

Abilities.

- \*\* A. Ability to develop and maintain effective working relationships with co-workers, administrators, employees, media representatives, and the general public.
- \*\* B. Ability to maintain required certifications.
- \*\* C. Ability to perform all tasks which require use of a self-contained breathing apparatus, as recommended by ANSI Z88.5-1981 and required by OSHA 1910.134.
- \*\* D. Ability to physically perform all duties which may be assigned during emergencies, as required by OSHA 1910.156.
- \*\* E. Ability to be courageous and careful, and to use good judgement in crisis and life-threatening situations.

Other Requirements.

- \*\* A. Must pass periodic medical examinations to verify the ability to physically perform all duties which may be assigned during emergencies, including tasks requiring the use of a self-contained breathing apparatus.
- \*\* B. Must possess natural or corrective vision of at least 20/20 in one eye and 20/30 in other.
- \*\* C. Must possess normal hearing when tested according to ANSI 1969 Standards.
- \*\* D. Must not use, by smoking, ingestion, or otherwise, any tobacco products.
- E. Must, within six months of appointment, reside within 25 miles of Headquarters Fire Hall or at a location from which they can respond by vehicle to Headquarter Fire Hall within 30 minutes of being notified, given normal driving conditions.

\* Essential functions of the job.

\*\* Job requirements necessary on the first day of employment.

Anlst: KG	Date: 20050422
Union: Fire	Pay: 233
CSB: 20050607	Class: 1329
CC: 20050627	Res: 05-0401R